

## U.S. Department of Labor

Employment and Training Administration  
The Curtis Center, Suite 815 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3315  
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Reply to the Attention of: II TGJ/OSA

December 15, 2003

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	3.2R8
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TO: ALL REGION II CENTER DIRECTORS  
ALL REGION II JOB CORPS CONTRACTORS AND  
AGENCY PARTNERS  
ALL REGION II JOB CORPS CONTRACTORS

SUBJECT: VOCATIONAL CHANGE REQUESTS

1. **Purpose:** To establish instructions for centers, operators, and agency partners to request vocational changes.
2. **Background:** Procedures for submitting vocational change requests were last published in PRH-4, Appendix 407 of April 1997, and amplified in RFI 02-19. We continue to monitor progress of trades through the VTRC. Our goal is to ensure we have trades that will deliver quality outcomes, along with a change mechanism that is streamlined, consistent, and manageable.
3. **Action:** Center directors, operators and agencies are to prepare and submit vocational change requests as outlined in the attached Vocational Change Request Manual dated 12/15/03. A separate Excel spreadsheet is provided as attachment 4, Summary/Detail of Changes Proposed.
4. **Questions:** Contact your project manager if you have any questions.
5. **Rescissions:** RFI 02-19 of 2/26/02.

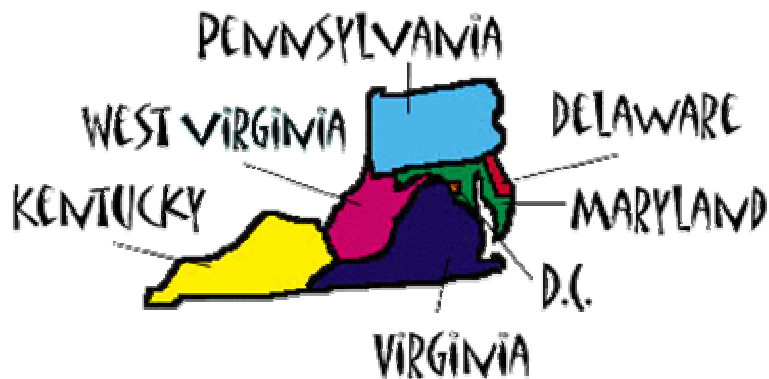
Lynn Intrepidi  
Regional Director,  
Office of Job Corps

Attachment

U.S. DEPARTMENT OF LABOR

REGION 2

PHILADELPHIA



VOCATIONAL CHANGE REQUEST MANUAL

December 15, 2003

## Vocational Change Requests

### A. Policy

1. The Regional Director must approve any changes in vocational offerings at the centers, including addition or deletion of programs or changes in the number of training slots available before any changes can be effected.
2. Requests for changes in vocational course offerings may be made by the center operator, agency, or project manager, and must be submitted to the Regional Director for approval.
3. The Request for changes in vocational course offerings must include:
  - a. Narrative
  - b. LMI/Placement Outlook
  - c. Current/Proposed Design
  - d. Summary/Detail of changes proposed
  - e. Materials/Equipment Lists
  - f. Proposed 2181s
  - g. Proposed Organizational Chart
4. The Requests for change must be submitted utilizing the format prescribed herein.
5. After approval of the Regional Director, selection of the center operated vocational training courses must be written into contract requirements. In the case of federally operated centers, the Federal Operator and the Job Corps Regional Director must approve selection of the offering mutually.
6. All vocational offerings of national training contractors (NTCs), and modifications thereto, must be contracted for by the National Office, after consultation with the Regional Director.

### B. Procedure

1. Center Directors, Operators, or Agency Heads are to prepare and submit a Vocational Change Request, in consultation with the Regional Office Project Manager. All requests are to be forwarded to the Regional Director in the format prescribed herein.
2. Upon receipt, the Project Manager should review the vocational change request package in accordance with the instructions provided on Attachment 8.
3. If recommended for approval, the request is forward to Division Chief for concurrence and to obtain secure additional funding or coordinate reduction of the estimated cost of the contract. Upon review and acceptance of the Division Chief, the request is forwarded to the Regional Director for final approval.

4. The Regional Office Project Manager will prepare a contract modification based upon the approval of the Regional Director. Additionally, the proposed budget and organizational chart is to be approved and returned to the originator.
5. The project manager will provide ongoing monitoring of the trade change and ensure transition is completed in a timely and cost efficient manner.

C. Required Elements

1. NARRATIVE – ATTACHMENT 1

Summary of the reasons for the change, analysis of outcomes, occupational outlook, wage, and availability of resources.

2. LMI/PLACEMENT OUTLOOK – ATTACHMENT 2

Center, CIC and CTS staff should collaborate and complete this form or provide sufficient LMI data, including source information to justify trade change proposed. A separate form and or back-up must be provided for each program added or increased.

3. CURRENT/PROPOSED DESIGN – ATTACHMENT 3

Centers must list all the vocational offerings prior to proposed change and all offerings after the proposed change.

4. SUMMARY/DETAIL OF CHANGES PROPOSED – ATTACHMENT 4

This spreadsheet summary and detail provides the Regional Office an overview of anticipated costs for the proposed change. The detail includes one-time, ongoing, and VST cost data. The National Office will use this form when NTC trades are being considered. No entry should be made by Centers in line 7.

5. TAR/MATERIALS/EQUIPMENT LISTS – ATTACHMENT 5

Copies of the TAR, Materials and Equipment, with prices must be provided to support trade change. Use of the Job Corps Curriculum Guide is favored for approved trades. Centers should provide detail on all supplemental material proposed.

6. PROPOSED 2181s – ATTACHMENT 6

If the vocational change will require a budget revision, the current and subsequent budget ETA 2181 must accompany the change request. The proposed costs shall be based upon the anticipated start date of the trade change. Since this is a proposed figure, only the ADJUSTMENTS column should be filled out. Additionally, check the

PROPOSED REVISION FOR block, on the lines provided, and indicated VOCATIONAL CHANGE REQUEST.

7. PROPOSED ORGANIZATIONAL CHART – ATTACHMENT 7

To expedite the approval process, centers must forward a proposed organizational chart that incorporates the proposed vocational change.

8. REGIONAL OFFICE REVIEW FORM – ATTACHMENT 8

This form is used by Regional Office Project Managers to review the content of Vocational Change Requests and to recommend approval to the Regional Director. The concurrence of the Regional Director will be provided to the National Office when recommending NTC changes. Since this is a Regional Office requirement, the form does not have to be included in the original request.

D. Timetable

1. Vocational Change Requests shall be submitted at least 90 days prior to the recommended start date. This time period will allow for trade transition, completion or trade change of current trade students, hiring and training of new staff, as necessary, and processing of approvals.
2. Once all approvals are obtained, the Regional Office will issue a contract modification and require the contractor to prepare and submit a new budget in accordance with the PRH.

## SAMPLE COVER LETTER FOR VOCATIONAL CHANGE REQUEST

Date

Ms. Lynn Intrepidi, Regional Director  
U.S. Department of Labor  
Employment & Training Administration  
Office of Youth Services & Job Corps (Region II)  
The Curtis Center  
170 South Independence Mall, Suite 815 West  
Philadelphia, PA 19106-3315

Attn: Name, Project Manager

Re: **Vocational Change Request – Contract #**

Dear Ms. Intrepidi:

Enclosed you will find information and documentation supporting our vocational change request as follows:

1. Trade(s) Proposed for Reduction/Closure and Number of Slots
2. Trade(s) Proposed for Addition/Expansion and Number of Slots

Summary statement indicated rationale for proposed requests. If you have any questions regarding this request or the information contained herein, please contact me.

Sincerely,

Type Name,  
Center Director

Attachments

- 1 Narrative
- 2 LMI/Placement Outlook
- 3 Current/Proposed Design
- 4 Summary/Detail of changes proposed
- 5 TAR/Materials/Equipment Lists
- 6 Proposed 2181s
- 7 Proposed Organizational Chart

## ATTACHMENT 1 - NARRATIVE

Job Corps Center:	ANYWHERE JOB CORPS CENTER
Center Director	JOHN DOE, CENTER DIRECTOR
Phone#	123-456-6789
Fax#	123-456-0000
Vocational Manager/Supervisor	MARY SMITH, VOCATIONAL MANAGER
Phone#	123-456-6789

### 1. Reason for Change

Summarize the reasons for these changes. For each affected program you are required to present a justification that addresses each of the following:

- a. Performance of trades being reduced or eliminated, including on-center, short-and long-term measures, and overall rating from most recent VES-10. List the total number of training slots vs. the number of graduate placements.
- b. Projected performance of trades being expanded or added, including on-center, short-and long-term measures, and overall rating from most recent VES-10. List the total number of training slots vs. the number of graduate placements. For new trades, provide Regional and National Summary data, by trade and the total number of training slots vs. the anticipated number of graduate placements.
- c. Occupational outlook and wage, supported by labor market information for areas where students plan to return after graduation. Include data for added and deleted offerings.
- d. Suitability to student population, including females;
- e. Other relevant issues

Make this justification as persuasive as possible. Insert additional pages as needed.

## 2. Availability of Resources

### a. Instructor Availability

1. Identify manner in which instructional staff will be provided for new offering.
2. Disposition of instructional staff from trade being reduced and/or eliminated.

### b. Curriculum Availability

1. Is there a TAR available? If yes, include a copy.
2. If not, when is it expected to be available and who is developing the TAR?
3. List required and supplemental materials, including estimated cost and quantity?

### c. Classroom/Shop Space Availability

1. Is classroom and shop space available? Describe.
2. What facility changes, in any, will need to be made to accommodate the change(s) proposed?

### d. Work-Based Learning Opportunities

1. What sites have been developed to support the trade(s) being offered? List site, point of contact and phone number.
2. Describe related enhancements associated with this change. (e.g. VST, academic integration, center-based learning opportunities, licenses/certifications earned, etc.)



## ATTACHMENT 2- LMI/PLACEMENT OUTLOOK

Instructions: At least one copy of this form must be completed by the center in collaboration with the CIC and CTS for each program to be added or increased. Labor market information should be obtained primarily in locations where students will be returning after training. NTCs may also complete copies of this form.

Compiled by: \_\_\_\_\_

LMI/Placement outlook for: \_\_\_\_\_

(Vocation being considered)

### **PLACEMENT OUTLOOK:**

Geographic areas covered by agency:

Entry-level training requirements:

Entry-level wages:

Demand for entry-level workers:

Availability of full time employment:

### **SOURCES OF INFORMATION:**

Companies contacted (minimum of 3):


Employment security offices contacted:

Other:

Placement agency/contractor recommendation:

**ATTACHMENT 3 - CURRENT AND PROPOSED VOCATIONAL OFFERINGS**

List all of your center's current vocational offerings (prior to proposed changes) and all proposed vocational offerings (after the proposed changes).

<u>VOCATIONAL OFFERINGS</u>			TRAINING PROVIDER*		NUMBER OF INSTRUCTORS		DESIGN CAPACITY	
CURRENT	VES RATING	PROPOSED	Current	Proposed	Current	Proposed	Current	Proposed
TOTAL								

\* CTR, NTC, UAW, TCU, COL, OTH

**ATTACHMENT – 4**  
**SUMMARY/DETAIL OF CHANGES PROPOSED**

**ATTACHMENT – 5**  
**TAR/MATERIALS AND EQUIPMENT LISTS**

**ATTACHMENT 6**  
**PROPOSED 2181s**

**ATTACHMENT – 7**  
**PROPOSED ORGANIZATIONAL CHART**

**ATTACHMENT 8**  
**REGIONAL OFFICE REVIEW FORM – VOCATIONAL CHANGE REQUEST**

<b>Center:</b>	<b>Date Received:</b>
<b>Summary of Change:</b>	

1. For each proposed addition/increase or deletion/decrease, how are similar training programs in the Region performing? Explain.
2. For proposed additions/increases, are more training programs in this trade justified in this Region? Explain.
3. Are the proposed changes consistent with other Regional goals (serving females, retention, labor market information)? Explain.
4. Are there available jobs for proposed additions in sufficient high quality (wages, benefits, career ladder, etc.)? Explain.
5. Are training costs reasonable? Explain.
6. Additional justification/comments.

<b>SIGNATURE</b>	<b>YES</b>	<b>NO</b>
<b>RECOMMEND APPROVAL</b>		
Project Manager:		
Division Chief:		
<b>APPROVAL</b>		
Regional Director:		
*National Office:		

**\*Required for NTCs.** If approval is not recommended, return the request to the center with and explanation and retain a copy in the Regional Office.